

**THE**  
**SALON**  
**PROFESSIONAL**  
**ACADEMY**

4619 JFK Blvd., North Little Rock, AR 72116

**CATALOG 2017 / 2018**

Revised January 2018

## Mission Statement

The Salon Professional Academy's objective is to produce highly trained, well prepared graduates for salons and spas. We are committed to excellence in cosmetology arts and science education. Educational systems and programs are updated constantly to keep the student's interests first and our educational quality high.

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### Inserts:

- #1 Class Dates
- #2 Tuition and Fees
- #3 Financial Aid Process
- #4 Staff

### Responsibility for Catalog Information

Each student is responsible for knowing the information in this catalog. The Academy reserves the right to change policies and/or to revise curricula.

## **Welcome!**

We want to take this opportunity to welcome you to the very exciting and fulfilling world of Cosmetology, Esthetics, and Manicuring. This career path offers endless opportunity to those who have a passion for their art, strive for success and are willing to dedicate themselves to their career. We are honored to be a part of your exciting journey and we are committed to helping you become a successful part of this elite group.

## **Community**

The Academy is located in North Little Rock, Arkansas. There are nice parks and public facilities in addition to great living, dining and shopping areas. North Little Rock has a market area population of 66,075 and there are many great places to visit within minutes of The Academy, including: McCain Mall, Regal Cinema, Lakewood Village shopping center, Downtown Little Rock, the Old Mill, and many dining options.

## **Facilities and Equipment**

The Academy is a beautiful 7,600 square foot educational facility with up to date equipment and 36 spacious styling stations, 6 manicure tables, 6 pedicure thrones, skin care room with 4 facial beds, student lounge, 3 classrooms and office areas located in North Park strip mall at 4619 JFK Blvd., North Little Rock, AR 72116.

## **IMPORTANT INFORMATION FOR ALL COURSES**

**How to Apply** - Schedule an interview and tour with our Admissions Director (text 501.891.2321 or call 501.753.2400 ext. 2). Complete enrollment application and submit to The Salon Professional Academy. Have high school and post-high school transcripts sent to The Academy. Meet staff and students. Learn about curriculum, books, kits, apparel code, and financial assistance. Sign enrollment agreement and pay enrollment fee.

**Educational Requirements** - A student must have a high school diploma or G.E.D. certificate. Students are admitted on the basis of educational background, aptitude and commitment. The Academy does not admit ability-to-benefit students.

**Admissions Requirements** - The following are required for admission to all programs at The Academy:

- 1) Enrollment application
- 2) Copy of student's high school diploma or equivalent (G.E.D.; a state-issued credential for secondary school completion; high school or college transcript with the graduation date).
- 3) Copy of the student's driver's license, photo I.D. or social security card
- 4) Sign completed enrollment agreement
- 5) Required enrollment fee
- 6) State permit form
- 7) State permit fee

**Transfers** - A transfer student may be accepted after careful evaluation of the student's academic records. . No more than 500 hours of another cosmetology program can be credited from another institution. Each transfer must be evaluated on an individual basis. Transfer students pay full tuition. Transfer students must begin at the beginning of the curriculum. All transfer hours accepted are applied at the end of training. We do not recruit students already attending or admitted to other schools offering similar programs. We do not guarantee the transferability of our credits to any other institution.

**Terms of Re-entry** - A student who must withdraw temporarily may re-enter The Academy under the following conditions:

- 1) The student had satisfactory progress academically and in attendance when the temporary withdrawal began;
- 2) The student had extraordinary personal circumstances that made academic progress or attendance extremely difficult; and/or
- 3) The student or the student's family member required medical attention that required the student to temporarily withdraw.

Under any one or combination of these conditions the student will be re-admitted without prejudice.

### **Evaluating the Validity of High School Diplomas**

Regulation 34 CFR 668.16 (p) requires Title IV schools to establish policies and procedures to confirm the authenticity of high school diplomas in the event that the school or the Secretary of the U.S. Department of Education has reason to question the validity of a student's high school diploma.

The Salon Professional Academy may require further documentation in the form of a certified copy of final high school transcripts for the high school in question or information from a company that evaluates foreign diplomas (in the case of a foreign diploma). Student self certification is not considered sufficient proof of validity.

In addition to checking online for further information about the school issuing the diploma and its accreditation, the school may also contact the Department of Education in the state in which the diploma was issued to determine if the school listed on the diploma is on the state list of recognized schools.

The school maintains a list of known diploma mills for the admissions staff to check when receiving a diploma from an unknown and questionable source. It is understood that this list may not be all inclusive as there are hundreds of diploma mills some known and some not currently known. It is also understood that the list of schools in the FAFSA drop down box online also may not be all inclusive.

The school makes every reasonable effort to verify the validity of questionable high school diplomas.

**Non-discrimination** - The Academy does not discriminate on the basis of sex, age, race, color, religion, financial status, ethnic origin, or handicap as required by Section 504, 34 Code of Federal Regulations in admitting students.

### **Objective –**

1. To familiarize/instruct students in the proper and current methods in the study of cosmetology arts and sciences.
2. To qualify and prepare students for the State Licensing examination.
3. To graduate qualified, competent and competitive graduates to be successful in the field of cosmetology arts and sciences.
4. To assist the student in suitable job placement.

**Hours** - The Academy is open Monday through Saturday plus evenings. Hours of attendance depend on the schedule assigned.

Cosmetology students in the 11 month program begin with a schedule of Monday through Friday 9 am to 5 pm for 8 weeks of foundations. After foundations each class is assigned a schedule that includes two days 12:30pm - 9 pm and three days 9 am - 5 pm. Schedule changes may be made for extenuating circumstances per individual.

Esthetics students meet Tuesday through Friday 9 am to 5 pm for 8 weeks of foundations. After foundations the schedule includes two evenings and two days 9 am - 5 pm.

**Class Starting Dates** - Cosmetology classes start in January, April, June, July, August, September and November. Esthetics classes start three times per year. Call the Academy for Esthetics, Manicuring, and Instructor information. See Class Start dates (Insert #1).

**Orientation** - All courses have a complete orientation before the first day of class.

**Class Size** - The Academy limits the class size for all courses.

**Books and Kits** – Student books and kit items are a required purchase by the student from the Academy and are a part of the tuition. The cost for the student books and kit are listed on catalog insert #2. The Academy reserves the right to change books and kit costs without prior notice as needed. Students provide their own paper supplies.

**Holidays** - The Academy is closed for the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. The Academy is also closed for staff professional development days quarterly.

**Graduation** - Graduates earn a diploma.

**Housing** - Contact the admissions staff for assistance in locating housing.

**Extra Education** - Extra educational events may be available for students at The Academy.

## **ACADEMIC INFORMATION**

**Graduation Requirements** - A grade average of 85% is required for graduation from any program at The Academy. Both theory and practical work are considered important. Students are evaluated on a level system that prepares them for salon performance levels. All work must be completed to graduate.

The following are required for graduation from all programs:

- 1) completion of state required number of hours
- 2) completion of all assignments and tests
- 3) completion of monthly project sheets and weekly grade sheets
- 4) an 85% attendance and 85% grade average
- 5) payment of all tuition, fees and over-contract charges per the terms of the enrollment agreement.
- 6) Completion of an exit interview with both Admissions and Financial Aid.

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

The satisfactory progress policies apply to all students whether receiving Federal Title IV funds, partial funding assistance, or self-pay. Satisfactory Progress in attendance and academic work is a requirement. Students must maintain Satisfactory Progress to continue eligibility for funding. To determine Satisfactory Progress, all students are evaluated in academics and attendance at the end of each payment period. Students are advised of their academic and attendance status via a progress report. Students are given the SAP policy prior to enrollment.

### **ATTENDANCE PROGRESS**

Students are expected to attend classes as per their enrollment agreement. Students are responsible to clock in and out appropriately to document their hours; the only documentation accepted for student hours is the time clock system. Late arrivals must check in with the educator in their class or the salon area when they arrive. Continued tardiness may result in disciplinary action up to and including termination. Students who are going to be absent are expected to call the school 30 minutes prior to the beginning of their scheduled shift. All absences are recorded and made a part of the school permanent record. The student is responsible for class material and/or tests missed while absent. Students are encouraged not to miss any days during their scheduled foundation period. Students who miss 14 calendar days without communicating with the School may be terminated on the 15th calendar day. Students who persist in repeating patterns of absenteeism will be advised and will be subject to appropriate disciplinary action. Students who have excessive absences may be terminated; re-enrollment is at the discretion of the school.

Students must attend a minimum of **85%** of the cumulative scheduled hours to maintain Satisfactory Progress and complete the course within the maximum allowed time frame. The maximum time frame is equal to **117%** of the contract hours of the course. The maximum time frame in which students have to complete the program is not more than 1765 scheduled hours and 9 weeks for the day cosmetology program or 20 weeks for the night cosmetology program beyond the contract end date. The maximum time frame an Esthetics student and a Nail Technology student can complete the program is no more than 706 scheduled hours and 8 weeks beyond the contract end date. The maximum time frame an Instructor student can complete the program is no more than 706 scheduled hours and 4 weeks beyond the contract end date. However, any student who attends beyond the contract end date will pay additional fees as stated in the enrollment agreement. Authorized leaves of absences will not be considered in the maximum time frame evaluation; LOAs will extend the student's contract period and max time frame by the same number of days taken in the LOA.

### **ACADEMIC PROGRESS**

The Academy utilizes a 100-point grading scale of which 100-95% is equivalent to an "A", 94-90% is equivalent to a "B", 89-85% is equivalent to a "C", and 84-0% is not passing. Grades are given for classroom theory and practical work, projects, and salon area performance. A student must be at an 85% or higher GPA to graduate.

The Salon Area Grading scale is based on a 6 step process per guest. Each process is evaluated by the educator on a complete or incomplete criteria. Salon area grade sheets are calculated and entered weekly. Course incompletes, repetitions, and non-credit remedial courses have no affect on The Academy's Satisfactory Progress Policy. Inadequate grades may indicate a lack of student inability or motivation. When a student is struggling in one or more areas of study or skill level, the educator will advise the student on how the deficiency can be successfully completed and determine a deadline for the work to be completed satisfactorily. The student will be notified immediately after a grading period of how the deficiency can be successfully completed. Students may receive an incomplete from an educator when the student is attempting to learn a skill or subject but needs additional time to complete the work successfully. Students will be given timelines

to complete the work and a description of the work yet to be completed.

**DETERMINATION OF PROGRESS**

Students meeting requirements at the end of each payment period will be considered making Satisfactory Progress. In order for a student to be considered making Satisfactory Progress, the student must meet both 85% attendance and 85% academic minimum requirements. Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory academic progress until the next scheduled evaluation. Students who do not achieve the minimum standards are no longer eligible for Title IV, HEA program funds, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in status of probation. Students will be evaluated at the following checkpoints as well as graduation and the results are discussed with the student:

<b>Course / Program</b>	<b>Attended Hours</b>
Cosmetology	450,900,1200
Esthetics	300
Nail Technology	300
Instructor	300

**WARNING**

Students failing to meet requirements for attendance or academic progress at a checkpoint will be placed on Warning Status with documentation placed in the student's file. Students on Warning Status may continue to receive Title IV funding for one payment period. Students are required to be SAP at the next checkpoint to continue to receive Title IV funding following the warning period. Students are not required to appeal a Warning Status.

**PROBATION**

Students on Warning Status who do not meet requirements at the next checkpoint will lose eligibility for Title IV funding and will be placed on probation with documentation placed in the student's file. The student and/or parent (if applicable) must pay privately for that payment period's tuition. The school will determine if satisfactory academic progress standards can be met by the end of the subsequent evaluation period, and will develop an academic plan for the student that, if followed, will ensure that the student is able to meet the SAP requirements by a specific point within the maximum timeframe established for the individual student. Students who wish to appeal the school's determination (for reasons such as death of a relative, injury/illness of the student, or other special circumstances) must appeal at the beginning of the probationary period and on the school required form (see Appeals). If the school grants the student's appeal, the student will be placed on Probation Status until the next checkpoint and the student's eligibility for Title IV funding will be reinstated. A student may be placed on Probation Status for one payment period.

**APPEAL PROCEDURE**

If a student is determined as NOT making Satisfactory Progress, the student may appeal the negative determination. The student must submit a written appeal on the school's form to the school administration within 5 days of the determination, with supporting documentation regarding why the student failed to make SAP and what has changed in the student's situation that will allow the achievement of SAP at the next evaluation. An appeal hearing will take place within five (5) business days of receipt of this written appeal. This hearing will be attended by the student, parent/guardian if applicable, and appropriate school staff. A decision on the appeal will be made within three (3) business days after this hearing, and will be communicated in writing. This decision will be final and documentation will be placed in the student's file. Students who prevail upon appeal will have eligibility for Title IV funds reinstated.

**DETERMINATION DATE / WITHDRAWAL DATE (OFFICIAL / UNOFFICIAL WITHDRAWAL)**

The actual last date of attendance would be the last day the student was physically in attendance.

A withdrawal date on a student who had been previously attending could be up to, but not to exceed 14 calendar days from that student's actual last date of attendance. An active student officially withdraws when they notify the school's administrative office of their intention to withdraw from school. An active student is considered unofficially withdrawn when they have been absent for 14 calendar days from their last date of physical attendance without notifying the school's administrative office. This will be the determination date of withdrawal.

### **REESTABLISHMENT OF STATUS**

A student determined NOT to be making Satisfactory Progress may reestablish Satisfactory Progress by: 1) Making up missed tests and assignments and increasing grade average to **85%** or better, and/or 2) Increasing cumulative attendance to **85%**.

### *REINSTATEMENT OF FINANCIAL AID*

Title IV aid will be reinstated to students who have prevailed upon appeal regarding the status of Satisfactory Progress or who have reestablished Satisfactory Progress. Students on suspension of funds will be monitored daily via an electronic Satisfactory Progress report to determine when they reestablish Satisfactory Progress.

### *COURSE INCOMPLETES, REPETITIONS AND NON-CREDIT REMEDIAL COURSES*

Course incomplete, repetitions and non-credit remedial courses are not offered at The Salon Professional Academy, therefore they have no effect upon the school's SAP standards.

### **LEAVE OF ABSENCE (LOA)**

A student who must take an approved Leave of Absence (LOA) or must withdraw from training for nonacademic reasons may return to the program with no loss of SAP if the student was making SAP when the student left. A student may be granted a LOA for any of the following reasons: 1) Financial Hardship 2) Medical Issues 3) Personal or Family Related Issues 4) Recommendation of Staff 5) Military Deployment. The day the student returns from a LOA the student is required to inform the financial aid /education office of their return. The student's contract will be extended for the same number of days the student was on LOA without any penalty to the student.

The LOA must be requested and approved in writing prior to LOA occurring. In addition the student is required to list the reason for the LOA. Emergency LOA, without prior written request, may be granted provided the student completes the LOA form and returns it to The Salon Professional Academy via mail or in person within reasonable resolution of the emergency. The maximum time frame for a LOA is 180 calendar days. The Salon Professional Academy permits more than one LOA provided the total number of days of all LOA does not exceed 180 calendar days in a 12 month period. If the student does not return from the LOA within the 180 calendar days, the student will be dropped from The Salon Professional Academy. If the student is receiving federal funds, no federal aid payments will be disbursed during the LOA. If the student does not return from the LOA within the 180 days, the student will be dropped from The Salon Professional Academy and the student's loans will go into immediate repayment.

### **REENTRY STUDENTS/INTERRUPTIONS**

Students who have been terminated or withdrew from school may re-enroll (if determined eligible) will be responsible to pay any remaining balance from the previous enrollment that cannot be covered with reinstated federal funds, plus any increase in tuition rates if applicable. Students who have been terminated or withdrew from school and re-enroll (if determined eligible) will pay a \$200 re-enrollment fee and will be charged for contracted hours at the current tuition rate. All re-enrolling students will be provided the school's Re-enrollment Policy and will be evaluated by the school Director for placement in the curriculum and kit needs. Re-enrolling students may be required to purchase the current school kit. Students applying for re-entry or transfer-in from other schools may



be required, as a condition of enrollment, to bring delinquent prior student loans to a current status. A determination of Satisfactory Progress will be made and documented at the time of withdrawal or beginning of a Leave of Absence. That determination of status will apply to students at the time they return to school. The student may appeal a negative Satisfactory Progress determination according to the appeal policy. Elapsed time during a Leave of Absence does not affect Satisfactory Progress and will extend the contract period by the same number of days as the Leave of Absence. Students re-entering after exiting the school will not be evaluated as new students and consideration will be given to the student's progress status at the time of previous withdrawal. Re-enrollment is at the discretion of the school administration.

**TRANSFER HOURS**

Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods will be based on the contracted hours at The Salon Professional Academy.

**CAREER PLANNING**

**Career Opportunities**

There are many opportunities open to licensed cosmetologists, estheticians, and manicurists. The Academy prepares all graduates for the licensing exam and entry-level positions in hair studios, spa salons and destination spas. Additional industry experience could lead to employment as a manufacturer sales/educator, a distributor sales consultant, and in admissions or financial aid in cosmetology schools.

Additional licenses are usually required to become an educator in a school of cosmetology arts and sciences.

**Physical Demands and Safety Requirements**

You may work long hours, especially those who own salons.

Work schedules may include nights and weekends, and may not include breaks or lunches. Good health and stamina are a must. Most salon industry professionals may be on their feet for long periods of time. Prolonged exposure to some chemicals may cause irritation so protective clothing, facemasks, goggles, and gloves should be worn.

**Outcome Rates 2016**

Completion Rate	Licensure Pass Rate	Placement Rate
79.21%	94.2%	67.5%

**Placement** - The Academy maintains contacts in the cosmetology profession to assist students in job placement. Employers are encouraged to interview students, and every effort is made to secure a job opportunity for each graduate. Students are prepared in the latter part of training to seek employment. Job opportunities are announced and posted. The Academy cannot guarantee every student will be placed. However, we do follow-up on graduates to help us prepare new students for future job placement.

**Reciprocity** - Licensed cosmetologists, estheticians, instructors, and manicurists from Arkansas may apply for licenses in their field of expertise in other states and must comply with each state's laws and rules to become licensed there. Contact the specific State for more information.

**Licensing Requirements** - To become licensed in **cosmetology** in Arkansas, students must complete 1500 hours of approved training, graduate from an approved school, and pass the written and practical state exams.

To become licensed in **esthetics** in Arkansas, a student must complete 600 hours of approved training, graduate from an approved school, and pass written and practical state exams.

To become licensed in **manicuring** in Arkansas, a student must complete 600 hours of approved training, graduate from an approved school, and pass the written and practical state exams. Nail technology classes will be offered as needed at The Salon Professional Academy.

To become licensed as an **instructor** in Arkansas, a student must complete 600 hours of approved training, graduate from an approved school, and pass the written and practical state exams.

## **ACADEMY POLICIES – 2017/2018**

### **Policies**

These policies are important to your success at The Academy and are a condition of your enrollment. Your attitude must be positive to attract guests and friends. Demonstrate maturity and tolerance in the handling of difficult people and situations. Students are NOT permitted to raise their voice or become disrespectful to other students, staff, or guests. Students must be coachable. Be pleasant and smile!

### **Learning**

Subjects being taught are reviewed and built upon constantly. If you don't understand a subject, seek help from an educator. Our goal is to assist your learning. Your goal is to learn as much as you can. Learning and memorizing are not the same. Learning means you take what is covered into your thinking and can use it. Memorizing is short term and will not last. We will build and change the curriculum as needed when subjects evolve.

### **Energy**

Energy is a part of TSPA culture. All students must attend energy during their scheduled time. Important announcements happen during energy. Students must NOT eat or drink during energy. Students MUST attend energy...**then** get their guest. Students should not take the guests early until energy is over.

### **Appearance**

Students are required to follow the Apparel Code. Students must come ready. Students should not do hair and make up in the bathroom while clocked in.

### **Personal Services**

Any personal services that are done during the student's hours will be full price. Personal Services MUST be approved by the educator in charge of the Salon Area. Students are not allowed to do their own hair or make-up in the salon area at any time. Students observed doing their own hair and make-up will be clocked out, and not receive hours for time spent performing personal services. Students may also be sent home or written up. Students should not receive personal services while working on a guest.

### **Conduct**

- Good conduct is expected of everyone at the Academy this includes following all policies, regulations and following the directions and instructions of the staff.
- Conduct that is unbecoming, rude, vulgar, profane, endangering and/or behavior that has a negative reflection on the reputation and welfare of the school, its students, or staff, may result in dismissal.
- Choose your words carefully. Swearing and other unprofessional language or conversation is not tolerated. A professional does not complain or gossip.
- Do not gather at the reception desk, in the salon area, or around a station where another student is working with a guest.
- Students will be under the supervision of educators at all times. Always get an educator's

consultation before you proceed with guest services, and when the service is complete.

### **Phones and Cell Phones**

Students will not use The Academy phones for personal calls unless approved by an educator. Family members may call the Academy to get in touch with any student in an Emergency situation. Cell phone call and text use is restricted to break time or lunch time in the student lounge, classrooms or outside. Cell phones in the salon area should be on silent. Students are NOT allowed to talk on the phone, text, or message while they are on the salon floor. Cell phones are encouraged to use for look books, to take before and after photos, use of the Redken App., or other approved industry applications.

### **Social Media**

Students should use social media in a positive, professional manner concerning The Salon Professional Academy. Any conduct that is not consistent with this policy may result in disciplinary action.

### **Care of Texts, Kits, and Equipment**

Your texts and kits are provided. Have them in The Academy **every day**. Borrowing is highly discouraged. If an item is lost or broken, replace it promptly. Lock up your professional tools. Keep your work area (classroom or salon area) clean and neat at all times. Clean up all work spaces after using them. You will be responsible for sanitation duties daily. These duties must be checked by an educator before leaving each day. The Academy equipment is not to leave The Academy at any time. A kit is provided to each student. Students are not to use tools of competitive schools or brands.

### **Lockers**

Each student will use a locker to store personal items. Purses must be locked in your locker to protect your personal belongings. The Academy is not responsible for lost or stolen items. Students are provided with a padlock that must be returned in working condition or a fee will be charged. Keep your locker clean. No opened containers of food or drinks are permitted inside lockers. Do NOT put ANYTHING on top of the lockers including: kits, drinks, coats, etc... The top of the lockers should be clean at all times. Students are not allowed to store any personal items (purse, phone, iPod, etc..) under the stations or in the classroom. The Academy is not responsible for any lost or stolen items. Please keep track of your belongings. Do not give other students your locker combination.

**Stealing is NOT Tolerated** in any way. The student will be dropped from the program if they are caught stealing tools, professional services (giving guests services and not charging them for it, or not paying properly for student services), guest's items, items of another student, or items of the Academy.

### **Library**

A library of video/books is provided for your use. You may use items during the day. See an educator to take them home over night. They must be returned the next day.

### **Hours**

The Academy hours are assigned by the program taken. Your schedule is part of your enrollment agreement and is subject to change. The biometric time clock keeps your hours record in minutes. Even one minute late is a tardy! Hours are posted weekly for students to review. Each student is responsible for tracking and verifying their hours with the hours posted. The Academy holidays include New Years, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas. Absence request forms can be found in the student lounge.

**Early Testing – Arkansas Department of Health written and TSPA administered practical exam**

Students who have excellent attendance and are scheduled to graduate on time will be approved to early test when they meet 1200 hours for cosmetology, 480 hours for esthetics, and 480 hours for instructor.

### **Rest**

Sleeping in class or anywhere in the Academy is unacceptable behavior. A student found sleeping may be sent home incurring hourly fees for time missed or dismissed from the program.

### **Medications**

Students are not allowed to share medication of any kind (over the counter or prescription). Staff is not allowed to provide students with medicines either. Any prescription medication should be in the original container with the student's name on it.

### **Smoking**

If you are a smoker, please smoke outside away from the door. Smoker's sanitations will be required. No guests (including friends and family) are permitted in the student smoking area, and students are not permitted to invite their guests to smoke with them. Electronic cigarettes are allowed outside only. Guests are not allowed to leave the building to smoke with chemicals on their hair or a cape on.

### **Loitering**

Family, friends, boyfriends, girlfriends, husbands, wives, etc... are not allowed to "**hang out**" in the school. They must be receiving services not just visiting.

### **Grades**

All training must be completed with an 85% average. Any student who does not earn this average will be assigned remedial work to continue with their program. When a student reaches any satisfactory academic progress (SAP) checkpoint and the student has dropped below 85% attendance and/or 85% grades, the student will be placed on academic warning then probation (See SAP Policy). Students must abide by the academic honor code.

### **Incompletes/Inadequate Grades**

Incompletes are given only at the discretion of the educators and when the student is making every attempt to learn a skill or subject but requires additional time to complete the work successfully. Educator discretion will be used in determining how long the student will have to complete the work and the student will be given notice of the deadline and work that must be completed when the incomplete is given. Students that require additional time to take a test may have extra time on break or lunch as approved by the educator. Time restrictions on tests at the beginning of class may be implemented to ensure the class moves on as scheduled per curriculum.

### **Food and Beverages**

Please keep all eating and drinking in the lounge. Water bottle and other closed containers may be allowed in the classroom during class. Any other food or drink MUST be approved by the educator in charge. No beverages or food are allowed in class during hands-on activities or lessons. Students are not allowed to eat or drink during energy. **No beverages or food are allowed at styling stations or SPA room. No Gum** in the Salon Area or SPA room. Mints are encouraged.

### **Parking Area**

Please park a minimum of 5 spaces away from the building. This leaves room for our guests to park close by and walk into The Academy.

### **Interruptions**

When a class is being held in any room of The Academy, it is important that class not be interrupted. Please stay in the classroom or salon area where you are assigned for the day. Do

not roam about interrupting other students in training.

### **Educator in Charge**

When you are working on practical skills either in the classroom or salon area please work with the educator who has responsibility for that area.

### **Salon Area**

Students are not allowed to do their own hair and make up on the salon floor at any time. Students will NOT work on wigs on the salon floor.

### **Guest Handling**

- Refusing a guest is unacceptable and the student will receive an automatic zero or can be sent home. Refusing a guest includes: Voicing that you do not know how to do the service or that you do not have the tools to perform the service. Letting the educator know that you are leaving early (without prior permission or a request off) and that you won't have time to complete it. Simply that you do not want to do the service or that you don't feel good. It is also refusing a guest if you receive a service ticket and tell the educator or the front desk that you want to give it to another student to help them reach their goals etc...
- If you have a poor attitude / being resistant when receiving the service ticket, that is **also** refusing a guest. (We want our guests to have a positive experience at our school and if you are not with an attitude that will provide that type of experience you will be sent home and receive a zero).
- The student is responsible for their guest while they are in the salon area. The salon area must have consistent rules enforced by the instructors and staff to maintain a safe environment. Hot tools, shears, razors, chemicals, and other equipment can be harmful to our guests. All aspects of the salon area cannot be watched at ALL times so... **Guests receiving services may NOT have small children in the salon area, nail area or spa room, NOT even in a baby carrier or stroller! We DO NOT want a child to be injured in any way. Students/staff should not "babysit" or hold a child while a guest receives services. Guest also CANNOT have their friends, family etc... "hang out" in the salon area while they are receiving services.** Children 10 years old or older can sit in the waiting area while their parent/guardian receives services.
- When doing services on children you should confirm with the parent or guardian what will happen prior to performing the service. Children under 10 should not be just left at TSPA without an adult.

### **Maintaining The Salon Professional Academy Brand**

Students may NOT hand out personal business cards to guests unless approved by the owner (i.e. real estate, massage therapist, Pamper Chef, Avon, etc.). Students shall NOT re-create any logo wear or print material without the approval of the owner.

### **Business, Sales and Professional Conduct**

Making and selling wigs, hair pieces, extensions, or ANY other products is prohibited. Students are not allowed to sell each other or staff goods/products including but not limited to: wigs, clothes, make up, cookies, nutrition supplements. Student permits are issued by The Arkansas Department of Health, Cosmetology Section and students are working under the supervision of The Salon Professional Academy so Students may NOT perform services and charge for them at home.

### **Harassment**

The Academy does not tolerate harassment of any kind (cyber, verbal, physical, or sexual). If you are involved in any type of harassment you will be dismissed.

### **Attendance Policies**

**Be punctual!** If you are tardy, report to an educator before entering class or the salon/spa

area. Absences must be reported 30 minutes prior to your schedule Monday – Saturday. You must call (501)753-2400 ext. 1 and speak to a staff member to report an absence. Students should not plan to leave The Academy except for meal breaks. Anytime you leave the Academy you must clock out (even if you are running to your car). Special and emergency time off can be granted by an educator. If absent the day of an exam, the student will take the missed exam upon returning to school. Exams can be taken in advance for a planned and excused absence.

**Call In Policy ABSENT : “NO CALL – NO SHOW ABSENT” –**

**The following call in policy applies to all students:**

**Students MUST call in if they will be absent.**

**When a student fails to call in 30 minutes prior to their schedule concerning an absence:**

**1<sup>st</sup> time:** an educator will talk to the student about commitment to the program and documentation of the verbal discussion will be placed in the student's file.

**2<sup>nd</sup> time:** the student will be formally written up with documentation placed in the student's file.

**3<sup>rd</sup> time:** A student will be formally written up and notified that further issues may result in suspension or dismissal with documentation placed in the student's file (per hour fees for suspension is determined by the student's enrollment agreement).

**Any further call in issues:** the student may incur fees for one day or may be dismissed from the program.

**Call In Policy TARDY : “NO CALL – NO SHOW TARDY” - The following call in policy applies to all students: Students MUST call in if they will be TARDY.**

**When a student fails to call in prior to their schedule start time concerning a tardy:**

**1<sup>st</sup> time:** an educator will talk to the student about commitment to the program and documentation of the verbal discussion will be placed in the student's file.

**2<sup>nd</sup> time:** the student will be formally written up with documentation placed in the student's file.

**3<sup>rd</sup> time:** A student will be formally written up and notified that further issues may result in suspension or dismissal with documentation placed in the student's file (per hour fees for suspension is determined by the student's enrollment agreement).

**Any further call in issues:** the student may incur fees for one day or may be dismissed from the program.

**If a student is even one minute late, the student's guest may get moved to another available student depending on how long the guest has waited.**

**Attendance Policy - The following attendance policy applies to all students:**

**It is a graduation requirement for all students to have 85% attendance. This is a minimum standard to graduate and the student will incur fees if their attendance is below 100% upon their contract graduation date. 100% attendance is on track, and will result in the student graduating on time with no additional fees.**

- **Attendance 90% and below** - An educator will talk to the student and clarify the policy, making sure the student understands the consequences of attendance dropping. Documentation of the verbal conversation will be placed in the student's file. The student will have one month to increase the attendance percentage above 90% or they will be written up the next time it falls below 90%.
- **Attendance 87% and below**- An educator will talk to the student about the consequences of attendance dropping and will discuss their commitment to the program. Formal write up documentation will be placed in the student's file. The student will have one month to increase the attendance percentage above 87% or they will be written up the next month.
- **Attendance 85% and below** - An educator will talk to the student about the consequences of attendance dropping and they will discuss commitment to the program. Students with attendance below 85% risk losing financial aid or being dismissed from the program. Documentation will be placed in the student's file.

Requests off may be approved when requested at least seven days in advance, and the student has an 85% grade average, 85% attendance. (See absence request form, forms are located in the student lounge). **Please remember that taking time off may put you over your contracted graduation date and result in additional charges and may hurt your chances of receiving financial assistance if you are not making SAP.**

Students may NOT leave the Academy early without permission. Any request to leave early must be approved, and you must provide adequate notice. In an emergency situation, the student must notify an educator.

- Theory classwork must be complete for all students. Students that miss these days should have an approved absence request form, or a doctor's note. Disciplinary action for attendance issues may range from hourly fees for all or part of a day to dismissal from the program.
- Foundation classes are a vital period in our curriculum and the overall success of our students. Because of this the school has a more stringent attendance requirement during the foundation training period. The requirements are: Cosmetology students can miss no more than 4 days or 28 hours of their 272 hour Foundations training. Esthetics students may miss no more than 16 hours of their scheduled foundation classes.

Any student that exceeds this attendance requirement will be subject to repetition of foundation classes or termination/withdrawal from school. Approval for flexibility with this policy may be provided to a student with extenuating circumstances. Request for flexibility must be submitted to the owner within 7 days of the 29<sup>th</sup> hour absent.

### **Attendance is essential for success at the Academy!**

#### **Consequences for not following policy**

A student may be sent home for all or part of a day for not following these policies. Students may be sent home for poor performance, absences, tardiness, attitude, unprofessional behavior, disrespect, or violation of any of the policies. Suspension or dismissal is at the discretion of the Academy, and is a possible remedy for any behavior depending on the nature and severity of the conduct in question. If a student is sent home, the student will be advised about what the student must do to correct the problem. The student will be charged a per hour fee for every hour that they missed because they are sent home.

**It is the intent of The Academy to prepare professional people for a career.  
Employers ask about attitude, attendance and levels.**

### **SOCIAL MEDIA POLICY:**

Contributing to online communities by blogging, wiki posting, participating in forums, etc., is a good way to extend our online presence and teach our students to do the same. We believe participation online through the social web can empower us as global professionals, innovators and citizens.

These are the official guidelines for social computing at TSPA for all staff and students creating or contributing to blogs, wikis, social networks, virtual worlds, or any other kind of social media. We require all who participate in social media on behalf of TSPA to understand and to follow these guidelines. Failure to do so could put your education and/or employment at risk. TSPA has an open participation policy for all staff/students. The choice to participate in social media is yours. If you decide to participate, you are making a commitment to following these guidelines.

## **Rules for Engagement**

Emerging platforms for online collaboration are fundamentally changing the way we work, offering new ways to engage with customers, colleagues, and the world at large. This model of interaction and social computing can help you to build stronger, more successful business relationships. It's a way for you to take part in global conversations related to the work we are doing at TSPA and the things we care about.

TSPA fully respects the legal rights of our staff/students. In general, what you do on your own time is your affair. However, activities in or outside of work that affect your job performance, the performance of others, or TSPA's business interests are a proper focus for company policy. As an employer/school we reserve the right to monitor staff/student use of social media regardless of location (i.e. at work on a company computer or on personal time with a home computer). If you participate in social media, please follow these guiding principles:

- Stick to your area of expertise and provide unique, individual perspectives on what's going on at TSPA and in the world.
- Post meaningful, respectful comments—in other words, no SPAM and no remarks that are off-topic or offensive. Keep language and content professional.
- Always pause and think before posting. That said, reply to comments in a timely manner, when a response is appropriate.
- Respect proprietary information, content, and confidentiality.
- When disagreeing with others' opinions, keep it appropriate, mature, respectful and polite.

## **Your Responsibility**

What you write is ultimately **your** responsibility and requires judgment. Participation in the social web on behalf of TSPA is not a right but an opportunity, so please treat it seriously and with respect. Anything you post is accessible to anyone with a web browser. It's OK to talk about your work and have a dialog with the community, but it's NOT ok to publish confidential or proprietary information.

The Salon Professional Academy (TSPA) has established accounts on several social websites. These sites include, but are not limited to, YouTube, LinkedIn, Twitter, and Facebook. The management of these accounts, and the creation of new corporate accounts across the social web, is the responsibility of TSPA. While you are encouraged to create your own individual accounts, you may NOT create The Salon Professional Academy (TSPA) branded accounts which could be interpreted as representing the company. Failure to abide by these guidelines could put your participation and employment at TSPA at risk. If you want to participate on behalf of TSPA, contact the owner, for more information and to learn about opportunities.

## **Be Transparent**

Be aware that company policies on anti-harassment, ethics and company loyalty extend to all forms of communication (including social media) both inside and outside the workplace.

Staff/students need to remember that bashing your organization / school / peers / instructors / guests / workers online can lead to consequences at work/school. All statements must be true and not misleading, and all claims must be substantiated and approved.

Also be smart about protecting yourself, your privacy. What you publish is widely accessible and will be around for a long time, so consider the content carefully. Future employers search individual's social media platforms prior to hiring. Content could keep you from obtaining employment!

## **Protect TSPA's Clients, Business Partners & Suppliers**

Externally, never identify a guest, peer, or staff member by name without permission and never discuss confidential details of a client engagement.

## **Respect Your Audience & Your Coworkers**

Remember that TSPA is a large organization whose employees/students and clients reflect a diverse set of customs, values and points of view. Don't be afraid to be yourself, but do so



respectfully. This includes not only the obvious (no ethnic slurs, personal insults, obscenity, etc.) but also proper consideration of privacy and of topics that may be considered objectionable or inflammatory—such as politics. If your blog is self-hosted, use your best judgment and be sure to make it clear that the views and opinions expressed are yours alone and do not represent the official views of The Salon Professional Academy (TSPA). Further, blogs, wikis, virtual worlds, social networks, or other tools hosted outside of TSPA's protected Intranet environment should not be used for internal communications among fellow staff/students. It is fine for TSPA staff/students to disagree, but please don't use your external blog or other online social media to air your differences.

### **Write What You Know**

Write in the first person and make sure you write and post about your areas of expertise, especially as related to TSPA. Please respect brand, trademark, copyright, fair use, trade secrets (including our processes and methodologies), confidentiality, and financial disclosure laws.

### **Be Interesting, & Be Honest**

Expose your personality; almost all of the successful online voices write about themselves, about families or movies or books or games; or they post pictures. People like to know what kind of a person is writing what they're reading. Once again, balance is called for; a social media site is a public place and you should avoid embarrassing the company and community members. The lines between public and private, personal and professional are blurred in online social networks. By virtue of identifying yourself as a TSPA staff/student within a social network, you are now connected to all TSPA connections. You should ensure that content associated with you is consistent with your work at TSPA.

### **Are You Adding Value?**

There are millions of words out there. The best way to get yours read is to write things that people will value. Social communication from TSPA should help our guests, peers, etc. It should be thought-provoking and build a sense of community. If it helps people improve knowledge or skills, build their businesses, do their jobs, solve problems, or understand TSPA better—then it's adding value.

### **Be a Leader**

There can be a fine line between healthy debate and unnecessary argument. You DO NOT need to respond to every criticism or barb. Try to frame what you write to invite differing points of view without inflaming others. Some topics—like politics or religion—slide more easily into sensitive territory. So be careful and considerate. Once the words are out there, you can't really get them back. And once an inflammatory discussion gets going, it's hard to stop. If you make a mistake, admit it. Be upfront and be quick with your correction. If you're posting to a blog, you may choose to modify an earlier post—just make it clear that you have done so.

### **Use Your Best Judgment**

Remember that there are ALWAYS consequences to what you publish. If you're about to publish something that makes you even the slightest bit uncomfortable, review the suggestions above and think about why that is. If you're still unsure, and it is related to TSPA business, feel free to discuss it with your instructor/owner. Ultimately, however, you have sole responsibility for what you post to your blog, pages, or publish in any form of online social media.

### **Don't Forget Your Day Job**

You should make sure that your online activities do not interfere with your school/work commitments.

## **APPAREL CODE – 2017/2018**

**MUST BE IN DRESS CODE WITH HAIR AND MAKE-UP DONE EVERY SINGLE DAY!!!**

**IT IS THE STUDENT'S RESPONSIBILITY TO KNOW AND UNDERSTAND THE APPAREL CODE. DO NOT GIVE THE STAFF ANY CHALLENGES IF YOU ARE NOT IN DRESS CODE PER POLICY AND THEY ASK YOU TO CHANGE IT.**

Apparel code **will be checked daily**. If your appearance is not professional, **you WILL be sent home!**

### **CLOTHING FOR ALL COURSES**

- Black tops, black bottoms, black shoes, black socks, black shoestrings
- Pantyhose or tights if worn must be black or neutral (skin tone) in color.
- Leg warmers must be black. Black socks ONLY.
- A name tag is provided and is to be worn at all times. If your name tag is lost, you must pay \$10 to replace it.
- Clothing must be clean, pressed, fit properly, and in good condition. Replace lost buttons, repair torn seams, repair hems that are out. No holes in any piece of clothing. Clothing should NOT be faded or have stains of any kind.
- Clothing should not be too short or too tight.
- Clothing and shoes may have metallic embellishments, but may not have gold, silver or metallic fabric.
- Clothing may not have any writing unless it is Redken or TSPA logo wear.
- Be Creative – add jewelry and accessories in color. Accessories must be tasteful and positive.
- Aprons must be black for cosmetologists, and white/black for estheticians (minimal metallic embellishments are ok).

### **TOPS FOR ALL COURSES**

- Tops should NOT expose bare midriffs, full backs (up to ¼ of the back is ok) or cleavage.
- NO armpits showing (when arms are lifted).
- No Sweatshirts, tank tops, spaghetti straps, or low cut tops. No hoodies, jackets, or coats in the salon area. Not even black. Jackets worn in the classroom MUST BE black.
- No colored bra straps showing with any type of shirt. Bras of any color should NOT be visible through ANY shirts.

### **BOTTOMS FOR ALL COURSES**

- Leggings are NOT pants. If leggings are worn, shirts MUST reach fingertips at all times throughout the day
- Jeggings must be of thick material and have pockets or the shirt MUST reach fingertips.
- No "workout" pants of any kind NO blue jeans/denim etc.
- If wearing pantyhose, sheer tights, or tights with any type of see-through pattern, skirts must be no more than 6 inches above the bottom of the knee (a dollar bill length). Bare legs must be paired with skirts that COVER the knee.
- Bermuda shorts are ok if they come to the top of the knee. Any shorter and you must wear opaque leggings. With leggings shorts must still be fingertip length with leggings or pantyhose.

### **SHOES FOR ALL COURSES**

- Shoes must be clean and in good condition (no holes, tears, or scuffing). No open toed shoes, NO casual crocs, NO running shoes. TOMS, VANS, Converse and canvas tennis shoes are acceptable if they are the proper color and in good condition. Converse shoes should NOT have a white shell toe. Absolutely NO running/basketball shoes.

### **MAKE - UP (all courses):**

- Make-up should be appropriate for daytime for women (including eyecolor/mascara/lashes, cheek color visible to the naked eye, lipstick or gloss Carmex or the like is not appropriate lip color). Color coordinated with skin tone. You must look polished and professional. **EVEN MINIMAL MAKE UP IS A MUST!**

### **NAILS (all courses):**

- Nails must be clean and filed. Polish must be neat and not chipped.

### **HAIR (all courses):**

- Clean, dry (even if curly), finished style combed into place. Hair accessories are ok (examples: styled hairpieces, decorations, and extensions).
- Hair color must be Redken color. (Color Gels, Color Fusion, Shades EQ gloss, SEQ Cream, City Beats)
- **NO** hats, baseball caps, ear warmer type headbands, headdresses – nothing covering half the head or more. Sunglasses are not a headband.

**SPECIAL EXCEPTIONS:**

- You may dress professionally on your birthday. Be prepared to show your license ☺. **NO BLUE JEANS/DENIM!!!**
- Level 3 estheticians and Level 4 cosmetology students may wear black, white, and gray!
- You may dress professionally on your Graduation day **NO BLUE JEANS/DENIM!!!**
- Dress code for Graduation Ceremony is black, white, or gray. May wear cocktail attire in those colors.

All basic apparel code rules apply to ALL professional dress days. Not too short, not too tight, not low cut, NO jeans, etc... Please ask an educator if you are ever in doubt about the apparel code.

**YOU ARE NOW STARTING A CAREER IN THE BEAUTY INDUSTRY**

**Guests look to you for the latest trends. A polished professional appearance is a key component to success in this industry!**

**Complaint Procedure**

If the student has a complaint that needs to be addressed, the student needs to pursue the following procedure: Discuss the situation or concern with an educator. If further action is desired, the student should submit a signed complaint in writing to the educator outlining the allegation or nature of the complaint. Upon receipt of the complaint, the educator will review the complaint and will notify the student within 10 days of receipt of the written complaint of how the issue can be resolved. The Academy will document the meeting between the educator and student in writing and the student will be provided a copy of this written record at the time of the meeting.

## PROGRAMS OF STUDY

### Cosmetology

Enrollment fee            See catalog insert #2  
Tuition                      See catalog insert #2  
Day program 45 weeks

We accept cash, check or credit card for any payment. Payment plans will be set up during the admissions process. Financial assistance is available to those who qualify.

Cosmetology training at The Academy includes theory and practical instruction that prepares the student to perform hair, skin and nail services on the public. The Academy offers a 1500 hour training program in cosmetology that meets the state standards of Arkansas.

The Salon Professional Academy begins cosmetology classes: January, March, June, July, August, September and November.

#### Program Content:

Hygiene and sanitation	80 hours
Related science	120 hours
Hairdressing	1000 hours
Manicuring	100 hours
Cosmetic Therapy	100 hours
Salesmanship	50 hours
Professional Ethics	49 hours
Domestic Violence and Sexual Assault	1 hour

Total: 1500 hours

## Esthetics

Enrollment fee            See catalog insert #2  
Tuition                    See catalog insert #2  
Full time program 26 weeks

We accept cash, check or credit card for any payment. Payment plans will be set up during the admissions process. Financial assistance is available to those who qualify.

Esthetics training at The Academy includes theory and practical instruction that prepares the student to perform esthetic (skin care and makeup) services on the public. The Academy offers a 600 hour training program in esthetics that meets state standards.

The Salon Professional Academy starts 3 esthetics classes per year.

### Program Content:

Chemistry	40 hours
Physiology	35 hours
Bacteriology and sanitation	35 hours
Introduction to skin care	45 hours
Skin care	150 hours
Makeup and corrective makeup	50 hours
Eyebrow and lashes	40 hours
Hair removal	40 hours
Safety precautions	20 hours
Professional and personality development	20 hours
Management	20 hours
Salesmanship	15 hours
State laws and rules and regulations	10 hours
Testing evaluation	15 hours
Instructor's discretion	64 hours
Domestic Violence and Sexual Assault	1 hour

Total: 600 hours

## Instructor

Enrollment fee            See catalog insert #2  
Tuition                      See catalog insert #2  
Day full time program 16 weeks

We accept cash, check or credit card for any payment. Payment plans will be set up during the admissions process. Financial assistance is available to those who qualify.

Instructor training at The Academy includes theory and practical instruction. The Academy offers a 600 hour training program in instructor training that meets state standards.

For more information about our Instructor program call 501.753.2400 ext. 2 or email your resume to [awilson@littlerockbeautyschool.com](mailto:awilson@littlerockbeautyschool.com).

Program Content:	
Preparatory training	50 hours
Class attendance	100 hours
Conducting theory classes	50 hours
Conducting practical classes	300 hours
Methods of keeping student records	10 hours
Instructor discretion	89 hours
Domestic Violence and Sexual Assault	1 hour

Total: 600 hours

## Manicure Program

Enrollment fee        See catalog insert #2  
Tuition                 See catalog insert #2  
Night program 45 weeks

We accept cash, check or credit card for any payment. Payment plans will be set up during the admissions process. Financial assistance is available to those who qualify.

Manicure training at The Academy includes theory and practical instruction. The Academy offers a 600 hour training program in manicure (nail technology) that meets state standards.

### Program Content:

Health, Sanitation and Infection Control	75 hours
Health Related Science	75 hours
Manicuring and Pedicuring	200 hours
Advance Nail Technology	200 hours
Career Development	49 hours
Domestic Violence and Sexual Assault	1 hour

Total: 600 hours

## Financial Aid

### Federal Assistance Programs

The school is approved as an eligible institution by the U. S. Department of Education to participate in Title IV grant and loan programs. The packaging of financial assistance is determined according to guidelines set by the US Department of Education. A variety of programs are available for students qualifying for assistance:

### Federal Grants

Federal Pell Grant: Intended to be the basis of the financial aid package and may be combined with other aid to meet the full cost of attendance. The Federal Pell Grant is a need based aid program in which an eligible recipient does not have to repay the funds received.

### Federal Direct Loan Program

These are low interest loans for undergraduate and graduate students that are made available through the Federal Government. This program includes the Federal Subsidized Stafford, Federal Unsubsidized Stafford and Federal Parent Plus loans. There are grade level progressions and loan limits used for the administration of these loans.

Federal Direct Subsidized Stafford Loan: This is a need-based-loan for which the Federal government subsidizes the interest until repayment begins and during any period of deferment. This is a loan and recipients must begin making payments at the end of their six-month grace period.

Federal Direct Unsubsidized Stafford Loan: This is a non-need-based loan for which the Federal Government does not pay the interest subsidy. Interest accrues after disbursement. The recipient has the option to pay the interest or to defer payment of the interest for the grace period. This is known as capitalization.

Federal Direct Parent Plus Loan: This loan is available to parents of dependent undergraduate students to help pay for the cost of the dependent's education. Borrowers of PLUS Loans are required to undergo a credit check by the lending institution. The definition of a "parent" for PLUS Loan eligibility is a student's biological or adoptive or step-parent in the event that person's income would have been taken into consideration when calculating the student's expected family contribution (EFC).

See Insert #2 for Tuition information and Schedule a meeting with our Financial Aid Director for more information.

## REGULATORY INFORMATION

**Owners** - The Salon Professional Academy, 4619 JFK Blvd., North Little Rock, Arkansas 72116, is owned by SPA Partners, LLC, a corporation in Arkansas owned by Andrea and Paul Wilson.

**Licensure**- The Academy is licensed by the Arkansas Department of Health, Cosmetology Section, 4815 West Markham, Slot 8 Little Rock, AR 72205. Phone: (501)682-2168; fax (501)682-5640.

**Accrediting Agency**-The Academy is accredited by National Accrediting Commission of Career Arts and Sciences (NACCAS) 4401 Ford Avenue, Suite 1300, Alexandria, VA 22302. Phone: (703)600-7600.

**Department of Education**-The Academy is approved for Title IV Funding through the US Department of Education, 1999 Bryan St Suite 1410, Dallas, TX 75201-6817. Phone: (214)661-9484.



### National and State Median Wage information

The US Department of Labor provides current (2018) job information at <http://www.careerinfonet.org>. This website includes information by job position to include state and national wages, occupation profiles/descriptions, state & national trends, knowledge, skills, and abilities needed for each position. As reported by the US Department of Labor, state & national median wages for cosmetology related positions are as follows:

Job Position / SOC Code	National Median Yearly Wage	Arkansas Median Hourly/Yearly Wage
Cosmetologists / 39-5012	\$19,550 - \$34,170	\$9.85/ \$20,500
Estheticians / 39-5094	\$21,960 - \$42,810	\$17.44 / \$36,300
Manicurists / Pedicurists / 39-5092	\$19,910 - \$26,440	\$8.72 / \$18,100
Instructors (Vocational Edu) / 25-1194	\$38,020 - \$66,870	\$49,600

**Rights and Privacy** - It is the policy of The Academy to abide by the Family Educational Rights and Privacy Act of 1974. This act guarantees a student's right of access to the student's personal file and the student's rights to the privacy of that file. Information from a student's file will only be released upon written permission from the student. Written permission is required for each and every request prior to the release of information. Parents/guardians of a dependent minor student, accrediting agencies, and government officials may gain access to a student's files without the expressed permission of that student.

**Campus Security Act Information Disclosure** - Under the Crime Awareness Campus Security Act of 1990, we are required to provide you with the following safety information about our campus. All criminal actions must be reported to an educator, director or owner immediately. That individual will assist the student or guest in reporting the crime to the local police or other appropriate security force.

The facilities are open Monday through Saturday according to assigned class/salon area schedules. The building may also be open for educational classes for licensed professionals in cosmetology or to groups securing the use of the facilities through the owner. Only educators and owners have keys to the building.

A staff member made aware of a crime will notify the rest of staff as soon as possible, perhaps even prior to notifying police, depending on the situation. It is critical that all staff be aware of any report of crime and that the local police be notified immediately. This information will be provided to all prospective students at regular intervals during training. It will also be posted on our website and staff and students will be reminded about security and safety procedures including crime prevention, personal safety off-campus, fire and tornado procedures, etc. View all Campus security statistics and policy on our website at [LittleRockBeautySchool.com](http://LittleRockBeautySchool.com). Hard copies are available in the admissions or financial aid office.

### Voter Registration

The school encourages its students to be registered voters and to exercise their right to vote. Voter Registration forms will be given at orientation.

### Drug Abuse Prevention

The school actively supports the prevention of drug abuse. Upon enrollment, students are provided the school's policy on drug and alcohol abuse. A list of agencies and counselors

is also maintained in the administrative office or student lounge of the school and is available to any student requesting assistance.

### **Program Disclosure and Consumer Information**

Program disclosure and consumer information can be found on our website at [www.littlerockbeautyschool.com](http://www.littlerockbeautyschool.com) or a hard copy is available in the admissions or financial aid office.

### **Policy for Safeguarding Customer Information**

Non-public personal information is information which is not publicly available on:

- 1) your name, address, social security number,
- 2) name of your financial institution and account number,
- 3) information provided on your application to enroll at The Salon Professional Academy,
- 4) information provided on your application for a grant or loan,
- 5) information provided on a consumer report, or
- 6) Information obtained from a website.

The Academy is committed to implementing and maintaining a comprehensive information security program, to maintain and safeguard your non-public personal information against damage or loss. The policy covers all student records in whatever form (hard copy, electronic). The Academy guarantee's the right of each student to gain access to their individual file through the financial aid office.

The school Director and or owner/administration shall be responsible to coordinate the school's information security program. The coordinator shall, at least once every 3 years, assess foreseeable internal and external risks to the security, confidentiality, and integrity of customer information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of the information. The risk assessment shall cover every relevant area of school operations, including employee training & management, network & software design, information processing, storage, transmission and disposal, and ways to detect, prevent and respond to attacks, intrusions, or other system failures. The coordinator shall design and implement safeguards to control identified risks and shall monitor the effectiveness of them, recommending changes when warranted.

Records for prospective students who are not accepted or who do not enroll in the school shall be held for 12 months then destroyed in a secure manner. Records of enrolled students shall be maintained in accordance with federal and state law and accreditation requirements. Students shall receive notice of this policy at the time they submit a signed application for enrollment. All currently enrolled students shall receive an annual notice of this policy.

The Academy shall only enter into servicing agreements with service providers who also maintain appropriate safeguards for customers' non-public personal information.

## Refund Policy

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The policy complies with the mandated policy. Applicants not accepted by the school shall be refunded all monies paid to the school. If the student or (or the Student's parent or guardian if the Student is a dependent minor) cancels the enrollment in person or in writing within three business days of the execution of the enrollment agreement, all monies paid herein, including the enrollment fee, shall be refunded by The Academy to the Student. This policy applies regardless of whether or not the student has actually started training.

- If the Student cancels enrollment after signing the enrollment agreement but prior to the commencement of classes for which the Student is enrolled, the Student shall be entitled to a refund of all monies paid to The Academy less the enrollment fee. The cost of the student kit is non-refundable. In the event the Student begins but does not complete the course, the Student is charged according to the Academy Refund Policy. Refund calculations are done on scheduled hours based on the student's last day of attendance and will be done in a timely manner. Collection procedures shall reflect ethical business practices.
- The Academy will receive or retain tuition as follows:

<b>Percentage of total program represented by hours scheduled</b>	<b>Maximum amount of total tuition school shall receive or retain</b>
0.01 to 4.9 percent	20 percent
5 to 9.9 percent	30 percent
10 to 14.9 percent	40 percent
15 to 24.9 percent	45 percent
25 to 49.9 percent	70 percent
50 or more	100 percent

- If the Student terminates prior to course completion, the Student is assessed a \$150 termination/withdrawal fee. If mitigating circumstances are evident, the Owner/Director of The Academy can make a determination to exceed the Minimum Tuition Adjustment Schedule.
- The "official withdrawal date" will be determined by the postmark on written notification; the date said notification is delivered to the school in person, the date of expulsion by the school, or 14 days after the last day of attendance or the expiration of an approved Leave of Absence or the date the student notifies The Academy that the student will not be returning. A student must notify the Academy if they choose to withdrawal from school.
- Unofficial withdrawals are determined by the school through monitoring clock hour attendance at least every 30 days. The refund will be calculated based on the student's last date of attendance.
- Any monies due to the Student shall be refunded within 45 days after their official or unofficial withdrawal date. An applicant not accepted by The Academy shall receive a refund of all monies paid including tuition and enrollment fee.
- If The Academy is permanently closed and is no longer offering training after a Student has enrolled and begun training, the Student shall be entitled to a pro-rata refund of tuition.  
If the course is cancelled after the Student's enrollment, The Academy shall provide a full refund of all monies or provide for completion of the course.
- If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of Title IV funds will be completed and any applicable

returns by the school shall be paid, as applicable, first to unsubsidized Federal Stafford Student Loan Programs; second to subsidized Federal Stafford Student Loan Programs; third to the Federal Pell Grant Program; fourth to other Federal, State, private, or institutional student financial assistance programs; and last to the student. After all applicable returns to Title IV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.